



Workforce Program Manager

Reports to: Director of Urban Forestry

About Us: Texas Trees Foundation is a leading urban forestry nonprofit committed to investing in trees and people to create cooler, greener, and healthier communities. We recently launched our Green Jobs Workforce Program, which empowers underserved Dallas residents to access careers in the green sector. We provide paid work experience; arboriculture and landscape training; professional development training; and interview support and job placement with our partner organizations. Through this initiative, we aim to equip individuals with valuable skills while offering support services (i.e., healthcare, transportation, food assistance, etc.) to aid their personal and professional growth.

Position Overview: As the Program Manager for the Workforce Program, you will lead all aspects of the program's development, management, and operations. Your role will involve collaborating with executive leadership, supporting program participants, and stewarding funder and partner relationships. As the leader of this start-up program, you will be instrumental to envisioning and scaling this model to its long-term form.

Primary Job Duties:

Leadership and Program Management

- Develop and implement a comprehensive plan for the workforce development program in alignment with the Texas Trees Foundation's mission and goals and in collaboration with multiple team members.
- Oversee the day-to-day operations, tracking progress, and ensuring program milestones are met on time and within budget.
- Working closely with Texas Trees' leadership team, evaluate and refine program progress, shaping and perfecting program components including partnerships, participant experience, workflow, curriculum, and career placement to scale and grow the program with a goal of stabilizing in a long-term operational model by the end of 2025.
- Help define and track participant career placement for long term measurable program metrics that can be communicated to stakeholders.
- Working closely with the Grants Manager and Development Manager, support proposal development, grant reporting, and funder relationship stewardship.



- Support internal management/monitoring by preparing monthly internal team reports, monitoring and proactively communicating divergences from the work plan/budget, and overseeing team use of Asana (project management software).

Team Management

- Oversee and direct the workforce team, including the Workforce Coordinator/Case Specialist and Workforce Crew Supervisor.
- Align staff activities to project goals through continual coordination and structured weekly meetings.
- Support team performance to TTF values and policies/processes through monitoring and performance management. Foster team culture that furthers TTF's mission and impact
- Mentor and support team growth, including recruitment, performance reviews and staff development planning.
- Shape organizational policies and strategy through participation in Managers Meetings.

Relationship Development

- Working closely with the Community Engagement team and Workforce Coordinator / Case Specialist, cultivate and maintain strong relationships with local community leaders, educational institutions, and other organizations to establish reliable recruiting pipelines for program participants, in collaboration with TTF's emerging community engagement team.
- Serve as primary subject matter expert for the Workforce Program in external relations (including media and public affairs), in coordination with leadership & Sr. Mgr. Marketing & Communications.

Required / Preferred Qualifications:

- 5 years relevant experience in workforce development or a related field.
- Demonstrated experience and aptitude for project management, budgeting, and reporting.
- A self-starter with the ability to conceptualize and implement major initiatives with a high degree of independence.
- Strong written and verbal communication skills. Proficiency in Microsoft Office Suite is required.
- Ability to clearly synthesize and report program progress in a concise and organized manner.
- Experience and aptitude managing and motivating staff and creating a safe and welcoming work experience for program participants.



- Commitment to Texas Trees' mission and vision for a greener, cooler, and healthier North Texas.
- Strong interpersonal skills and ability to work with individuals from a range of backgrounds through a trauma-informed lens.
- While the Manager's role is primarily office-based, Manager should be comfortable working outdoors in a range of conditions.
- Manager should have a valid driver's license with a clean driving record.
- *Bonus, not required: Spanish language proficiency. Experience with Asana or other project management software, and/or other relevant software skills. Background or knowledge in urban forestry, horticulture, or arboriculture. Relevant certifications in project management, arboriculture, case management, and/or workplace safety.*

Work Hours/Compensation: This is a full-time position, which provides competitive pay commensurate with experience; 75% health insurance coverage; vacation; and a supportive and engaging work environment with opportunities for professional development. Flexible schedule.

To Apply: Please send a cover letter and resume to emilyp@texastrees.org. Resumes will be accepted until the position is filled.